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FUNCTIONAL PROCESSES
WORK MEASUREMENT ANALYSIS
BASED ON INDUSTRY ESTIMATED AVERAGE WORKLOAD

SEARCHING

Applicant Cases & Reinvestigations

250 cases x 1 hour per case = 250 hours per month required.
250 hours ÷ 160 hrs. (working hrs. of 1 person per month)=
1.6 persons.

25X1C

Contact, Contract [redacted]

454 cases x 9 minute average per case = 3906 minutes per month required.
3906 ÷ 9600 minutes per working month = .4 persons.
(Note: Step 1 in flow chart requires 4 minutes, step 2 requires 10 minutes - 50% of cases also require step 2 or an average of 9 minutes is required to search a case)

Name Checks

2700 cases x 2 minutes per case = 5400 minutes per month required.
270 cases x 10 minutes per case = 2700 minutes per month required. TOTAL 8100 ÷ 9600 minutes per working month = .84 persons.

Total persons required for searching 2.84 or 3 persons

TYPING

Cases - Applicant	- 250		
Contacts	- 300		
Contracts	- 64		
Alien	- 70		
Name Check	- 126		
TOTAL	810	x 3.5 minutes per case equals	2835 minutes required per month.
Other Cases	200	x 20 minutes per case equals	4000 minutes required per month.
Summaries, abstra. etc.	2000	cards x 3 minutes per card equals	6000 minutes required
TOTAL			12835 minutes required for typing per month.

12835 ÷ 9600 minutes per working month = 1.33 or 2 persons

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FILING

Filing new cases - 1004 x 2 minutes each = 2008 minutes per month
Pulling cases, locate cases, etc.- 150 per day x 20 days = 3000 per month. 3000 x 5 minutes average per case = 15,000 minutes per month
Filing reference cards 8000 per month x 1 minute = 8000 minutes per month

TOTAL 25,008 minutes per month

25,008 ÷ 9600 minutes per working month = 2.6 or 3 persons

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